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Typewriting (1st Year): Technical School Examinations 1934

Department of Education: Technical Instruction Branch

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COURSE IN COMMERCE.

(5)

AN ROINN OIDEACHAIS.

(Department of Education.)

BRAINSE AN CHEARD-OIDEACHAIS.

(Technical Instruction Branch.)

TECHNICAL SCHOOL EXAMINATIONS.

1934.

TYPEWRITING.

(First Year.)

Monday, May 14th.

Examiner—E. P. BRAZIL, ESQ.

Co-Examiner—J. F. BURKE, ESQ., D.SC.

GENERAL INSTRUCTIONS.

Enter your Examination Number in the space provided on each sheet of paper supplied to you and your Examination Number and subject of examination on the large envelope provided.

You must not have with you any book, notes, or scribbling-paper.

You are not allowed to write or make any marks upon your paper of questions.

You must not, under any circumstances whatever, speak to or communicate with another candidate; and no explanation of the subject of the examination may be asked for or given.

You must remain seated until your work has been taken up, and then leave the examination-room quietly.

If you break any of these rules, or use any unfair means you are liable to be dismissed from the examination, and your examination may be cancelled by the Department.

This paper must be handed to the Superintendent with the envelope containing your typed exercise at the conclusion of the examination.

Half an hour is allowed for this paper.

INSTRUCTIONS.

Read the General Instructions on page 1.

Work each question on a separate sheet of paper.

Question 1. (a) Type a copy of the following letter :—

(b) Type the address on the business envelope provided.

248 Fountain Street,
Dunleer.

16th February, 1934.

Messrs. O'Neill & Sons, Ltd.,
Woollen Mills,
Galway.

Dear Sirs,

I am sorry to have to complain about the unreasonable delay in the execution of my order (B. 348) of the 19th January.

I informed your traveller, when he called, that promptness in delivery was essential, as my stocks were running low. He assured me that there would be no difficulty about the matter. A month has almost elapsed, and all I have received from you has been an acknowledgment of my order.

Will you kindly let me know by telegram if I may expect the goods for certain on the 20th instant? Otherwise I shall be compelled to cancel the order.

Yours faithfully,

GEORGE McGLADE.

Question 2. Type the following passage :—

At the time when the knights were glad to be known as minstrels—or "minnesingers" as they were called in Germany—the plain citizens and tradespeople were like-

wise interested in the art of song-writing. Sometimes they formed musical societies, or guilds, which laid down certain rules and offered prizes; and any one was at liberty to try for these prizes, provided he obeyed all the rules.

The quaint old city of Nuremberg was one of the chief music centres of the day, being widely noted for its guilds and contests. One of the leading societies was composed entirely of tradespeople, such as the butcher, the baker, and the candlestick-maker, and every fellow became so filled with the spirit of the times that he couldn't sharpen a knife or blow a bellows without keeping time with his feet and trying to whistle a brand new tune in the doing of it! In fact, Hans Sachs, the genial old cobbler, was perpetually hammering out new ditties with lusty blows upon his leather, so that many of his verses are known to this day.